

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 12/11/2000	NUMBER 04.01.130
SUBJECT PRISONER GUIDEBOOK		SUPERSEDES 04.01.130 (11/30/98)	
		AUTHORITY MCL 791.203; 791.204	
		ACA STANDARDS 3-4216; 3-4275	
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POLICY STATEMENT:

Each Correctional Facilities Administration (CFA) prisoner in general population, protective segregation or a reception facility shall be provided a Prisoner Guidebook containing information regarding Department policies and institutional procedures.

POLICY:

GENERAL INFORMATION

- A. The Prisoner Guidebook shall consist of two parts printed in a standard size and replaceable page format to permit insertion of revised pages. The Prisoner Guidebook shall be printed in an English version and in a Spanish version. The Spanish version shall be made available as set forth in Paragraph I.

PRISONER GUIDEBOOK - PART ONE

- B. The CFA Assistant Deputy Director or designee shall maintain Part One of the Prisoner Guidebook. Part One shall contain information applicable at all institutions, including general rules of prisoner conduct. It shall specifically include information on the disciplinary process, a list of all major and minor misconducts, and the range of sanctions for misconduct. It also shall specifically include information from the booklet developed by the Parole Board pursuant to PD 06.05.104 "Parole Eligibility, Interviews and Decisions" regarding the parole process. Information from the brochure developed by the Special Administrator for Female Programs regarding sexual assault and abuse prevention also shall be specifically included.
- C. The CFA Assistant Deputy Director or designee shall ensure Part One is reviewed at least annually and revised as necessary.
- D. Part One of the Prisoner Guidebook and any revisions to it shall be submitted to the CFA Deputy Director for review and approval before distribution. After approval by the CFA Deputy Director, the CFA Assistant Deputy Director or designee shall forward the Prisoner Guidebook or revised pages, as appropriate, to the designated forms control coordinator in the Procurement Section, Bureau of Fiscal Management, for printing in accordance with PD 01.04.115 "Forms Management System".
- E. Part One of the Prisoner Guidebook shall be available for purchase through the forms ordering process established by PD 01.04.115. The CFA Assistant Deputy Director shall ensure revised pages are distributed to Wardens for insertion into purchased Prisoner Guidebooks.

PRISONER GUIDEBOOK - PART TWO

- F. Each Warden or designee shall develop and maintain Part Two of the Prisoner Guidebook. Part Two shall contain specific information applicable to that institution, including the name of the Warden, Deputy Warden, and other staff as determined by the Warden. It also shall contain information pertinent to that institution (e.g., housing unit rules, yard rules, kitchen rules, library rules, visiting schedules, laundry schedules). At facilities housing female prisoners, it shall specifically include information on allowable prisoner personal clothing as set forth in PD 04.07.112 "Prisoner Personal Property". Information about

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specific activities, programs, and services available at the institution, including psychological and psychiatric services, also shall be included. If an institution includes a camp or has more than one security level, this information may be unique to the camp or to each individual security level.

- G. The Warden shall ensure that Part Two of the Prisoner Guidebook is reviewed and revised as necessary to accurately reflect current policies and procedures. This process shall be completed as necessary, but at least annually.

DISTRIBUTION TO PRISONERS

- H. Each prisoner in general population, protective segregation or a reception facility shall be provided a current Prisoner Guidebook as part of the cell or room furnishings. The prisoner shall sign the Cell Inventory Checklist (CSJ-896) indicating receipt of the Prisoner Guidebook. A prisoner shall be held responsible for loss of or willful damage to the Prisoner Guidebook issued to him/her.
- I. The Prisoner Guidebook shall be reviewed with each prisoner during the institution orientation program as set forth in PD 04.01.140 "Prisoner Orientation". A Spanish version of the current Prisoner Guidebook shall be made available in lieu of the English version upon request of a prisoner who can read Spanish but not English. Staff shall read the Prisoner Guidebook aloud or provide an audio version, upon request, to a prisoner who can read neither English nor Spanish or who is visually impaired.

AUDIT ELEMENTS

- J. A Primary Audit Elements List has been developed and will be provided to the CFA Deputy Director and Wardens to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

BM:OPH:12/06/00